

## APPENDIX E

CEHR-E

21 Dec 1998

### MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Combination of Planning and Program/Project Management Organizations

#### 1. References:

- a. CEHR-ZE memorandum dated 6 February 1998, subject: Recruitment for Program Manager (GS-340 Series)
- b. CEHR-E memorandum dated 20 March 1998, subject: Deputy for Programs and Project Management Positions.
- c. CEHR-E memorandum dated 29 May 1998, subject: Deputy for Programs and Project Management Positions
- d. CEHR-E memorandum dated 7 July 1998, subject: Programs and Project Manager Positions

2. It is command policy that Deputy for Programs and Project Management (P/PM) positions, as well as subordinate supervisory positions in the P/PM organization which include P/PM responsibilities, be classified in the GS-340 series. The authority you have to combine the Planning organization with the Program/Project Management organization does not change that policy.

3. Chiefs of Planning will continue to be classified as interdisciplinary when that function is: 1) completely separate within the P/PM organization, 2) a stand alone organization or 3) combined with other technical organizations. If you elect the first scenario, you must ensure that the functions remain separate. If the two functions become co-mingled under a common supervisor, that position will be a program manager and classified in accordance with paragraph 2.

CEHR-E

SUBJECT: Combination of Planning and Program/Project Management Organizations

4. You must obtain my approval for any one-of-a-kind positions in the P/PM organization which you think should be classified differently from the guidance above.
5. Enclosed for your information is a chart which summarizes command policy on classification of programs and project management positions.

Encl

/s/

JOE N. BALLARD  
Lieutenant General, USA  
Commanding

<b>DEPARTMENT OF THE ARMY</b> <b>JOB DESCRIPTION</b>		1. JOB NUMBER	
2. INSTALLATION OR HEADQUARTERS OFFICE U. S. Army Corps of Engineers		3. ORGANIZATIONAL LOCATION (Complete on organization copy only)	
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE  <b>GS-340, Series Definition</b> <b>General Schedule Supervisory Guide</b>		5. TITLE <div style="text-align: center;"><b>Program Manager</b></div>	
		6. PAY SCHEDULE <div style="text-align: center;"><b>GS</b></div>	7. OCC CODE <div style="text-align: center;"><b>340</b></div>
		8. GRADE <div style="text-align: center;"><b>15</b></div>	
		9. FAIR LABOR STANDARDS ACT <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT	10. COMP LEVEL
11. EVALUATION APPROVAL			
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> </div> </div>			
12. JOB DESCRIPTION APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)			
a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATION RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> </div> </div>			
b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> </div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES  <div style="text-align: center; font-size: 1.2em;">See Attached</div>			

## PROGRAMS AND PROJECT MANAGEMENT POSITIONS

ORG LEVEL	SERIES	STD JD	MODEL JD	CLASS GUIDANCE
<b>HQ USACE</b>				
Directors of Programs Management (Both DMP & DCW)	ES-340	SES		JD prepared at HQ USACE, approved by HQDA
Program Management Supervisors	GS-340 GS-15		Written by Management Oct 98	CEHR-E Memo 13 Apr 98
Non-supervisory Program Managers	GS-340 GS-14	Written by Management Oct 98		CEHR-E Memo 13 April 98
<b>MSC LEVEL</b>				
Directors of Programs Management	ES-340 SES			JD Prepared at HQ USACE, approved by HQDA
Program Management Supervisors	GS-340 GS-14 & 15			CG Memo 7 July 98
Non-supervisory technical jobs	Interdisciplinary GS-13 & 14			CG Memo 7 July 98
<b>DISTRICT LEVEL</b>				
Deputy for Programs and Project Management	GS-340 GS-14 & 15	CG Memo 29 May 98		
Program Management Supervisors	GS-340 GS-14			CG Memo 7 July 98
Non-supervisory Project Managers	Inter/Multi-disciplinary GS-12 & 13		CG Memo 7 July 98	
<b>ANY LEVEL</b>				
Supervisor of pure technical function (i.e., planning) in PPMD	Interdisciplinary or technical GS-15/14			CG Memo 21 Dec 98